

City of Philadelphia

Vehicle Use and Assignment Policy

SECTIONS

- 1. Statement of Purpose**
- 2. Roles and Responsibilities of Fleet Management**
- 3. Managing Director and Budget Office Responsibilities**
- 4. Departmental Responsibilities**
- 5. Transportation Alternatives**
- 6. General Guidelines for Using City Vehicles**
- 7. Take-Home Vehicle Assignments**
- 8. Vehicle Acquisitions**

1. STATEMENT OF PURPOSE

This document outlines the policies and procedures related to the use and assignment of City vehicles and equipment. This document outlines and defines the methods and qualifying criteria used by the City to assign vehicle transportation that meets the business needs of City employees.

This policy supercedes Managing Director's Directives #35, #45, #49, and #51 and any other Administrative Board Rule, Executive Order, or official policy circumscribing the use and assignment of City vehicles and equipment. This directive shall apply to all departments, agencies, boards and commissions under the purview of the Mayor.

2. ROLES AND RESPONSIBILITIES OF FLEET MANAGEMENT

- 2.1.** It is the mission of the Office of Fleet Management to provide safe, reliable and economical business transportation for the operations of the City of Philadelphia. The Office of Fleet Management is a service agency and operates within a budgetary framework to achieve the operating goals of each fiscal year.
- 2.2.** The Office of Fleet Management is responsible for purchasing and maintaining fleet vehicles, procuring parts and supplies, vehicle and equipment specification development (in conjunction with departments), and fuel acquisition/fuel site maintenance.
- 2.3.** The Office of Fleet Management is responsible for providing a fixed number of fully functioning and safe vehicles and equipment on a daily basis for each department (as well as a reserve fleet, when applicable).

5.1.2.7.4. It is at the discretion of the Mayor's Office or Managing Director's Office to provide a vehicle allowance for positions deemed worthy, but not meeting the criteria outlined in this policy.

5.1.2.7.5. Each department is to maintain an emergency response plan to ensure adequate emergency coverage that maximizes the value of the VAP.

5.2. Automated Vehicle Sharing Program ("AVSP")

Administrative and/or passenger vehicle functionality can be accommodated through the City's automated vehicle sharing program. This program will supplant – to a large extent – redundant administrative vehicles both inter and intra-departmentally.

City employees will be able to quickly make reservations via the Internet or telephone and use vehicles for as short as one hour. Initially, AVSP vehicles will be placed at Center City lots where employees can access them through AVSP technology that enables secure access 24/7 without any administrative staff.

5.3. Taxi Service

Employees may use a taxi service for emergency response or during regular working hours when use of a taxi is the most affordable and viable option. Employees should submit a *Reimbursable Expense Voucher* to receive reimbursement for the costs incurred.

5.4. Mass Transportation

Whenever possible, employees are encouraged to take mass transportation to conduct City business.

6. GENERAL GUIDELINES FOR USING CITY VEHICLES

6.1. General Use

6.1.1. City vehicles are municipal property and may not be used for personal or private business.

6.1.2. City vehicles are not to be used for transportation of family members or any other non-City personnel. Nor can anyone other than a city employee operate a city vehicle.

6.2. Operator Licensing

6.2.1. This policy incorporates Risk Management's Safety Directive #D-1 (Driver's License Verification Program) by reference. Anyone expected to drive a City vehicle must first submit their name to the City's HRIS database. Driver's license data in the HRIS database will be checked monthly with PENNDOT as specified in Safety Directive #D-1.